

How leave is processed in HRMS

You will see a slight accrual difference per pay period between HRMS and the old system because HRMS is able to calculate monthly accruals more precisely. Both calculations result in the same total annual accrual.

For example, an employee who earns 176 hours of annual leave per year will earn 12 equal amounts (14.6667 hours) each month. Accrual is rounded to the second decimal for the earnings statement.

In the old system, annual leave accrues in 11 equal increments calculated to the first decimal, and must be adjusted in the twelfth month. That means an employee earning 176 hours per year would receive 14.7 hours per month, then 14.3 hours in the twelfth month.

Actual employee accrual rates vary based on the number of years the employee has been in state service. The rules for leave are set by civil service rules and collective bargaining.

When does leave accrue and when does it show in the earnings statement?

Fulltime employees who have at least 80 hours of regular time and paid leave (including vacation and sick leave) within a calendar month are eligible to accrue leave. Overtime hours are not counted for leave accrual.

Employees who have their 80 hours within the first pay period (between the first and the fifteen) will accrue leave on the sixteenth of that month. The accrual will appear on the earnings statement received on the tenth of the next month (reflecting the pay period of the sixteenth through the end of the month).

If an employee doesn't reach the 80-hour threshold until the second pay period (sixteenth through the end of month), leave will accrue on the first day of the following month and appear on the earnings statement received on the twenty-fifth of that month (reflecting the pay period of the first through the fifteenth).

If an employee has met the 80-hour requirement and needs to use leave prior to the system accrual date, the HRMS Payroll Processor or Leave Corrections Processor can adjust the leave balance to immediately credit the monthly accrual.

Vacation and sick leave accruals for part-time general government employees are proportionate to the number of hours in paid status in the month to that required for full-time employment.

When does leave taken show up in the earnings statement?

When leave is taken, it will appear on the earnings statement for the pay period in which the leave activity is entered. Entering leave before the end of the pay period in which the leave was taken ensures the earnings statement will reflect accurate leave data. Leave entered after the earnings statement for the pay period has been processed can be applied retroactively to the period in which it was taken.